Board of County Commissioners

Leon County, Florida

Policy No. 04 - 1

Title: Service of Process of Summonses and Subpoenas

Date Adopted: February 24, 2004

Effective Date: February 25, 2004

Reference: N/A

Policy Superseded: None

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that:

Summonses for Leon County, Florida, Commissioners and Board Employees

The County Attorney, or his designee, is hereby authorized to accept service on behalf of Leon County, Florida; individual Commissioners in their capacity of County Commissioner; and Board employees in their capacity of Board employee.

Subpoenas for Commissioners

The County Attorney, or his designee, is hereby authorized to accept service on behalf of individual Commissioners in their capacity of Leon County Commissioner.

Subpoenas for Board Employees

Subpoenas directed to individual Board employees in their capacity of Board employee shall be served on said employee, and said employee shall then immediately deliver the subpoena to the County Attorney's Office for further direction.

Personal Matters

This policy does not apply to accepting service for County Commissioners or Board employees on their personal matters.